

DCPDS Portal Quick Guide

CAC Registration

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Note: Only Component databases who have implemented the DCPDS Portal will be available for you to access.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

2. Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.

Note: After selecting OK, the DCPDS Portal page displays.

3. Select the CAC Registration button in the CAC Access region.
4. Select your non-email certificate at the *Choose a Digital Certificate* screen.
5. Select the **OK** button.

Note: Always select the non-email certificate.

6. Enter your PIN and select the **OK** button. The *DCPDS CAC Registration* screen displays with your CAC Username.

7. Enter the following in the CAC Registration region of the screen.

- a. Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
- b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

8. Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

9. Enter your HR/My Biz/My Workplace Username.

10. Confirm your HR/My Biz/My Workplace Username.

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

11. Select the **Submit** button.

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.
- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.

- a. Choose a Database using the drop-down list
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.
- If your username is not found on a database, an error message displays. Select the **Back** button, re-enter your information